

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

MAY 21, 2014

1. ROLL CALL

The meeting was called to order by the Chairman, Robert DiPadua at 4:30 p.m. and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert, David Jervis and Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. ELECTION OF OFFICERS

Motion was made by Commissioner DeGraide to table election of officers until the Town Council comes up with an appointment or reappointment of the open position so that this person can have the opportunity to vote in the election of officers. Motion was seconded by Commissioner Jalbert. Commissioner Jalbert made a motion to seal this part of the minutes. There was no second. Commissioner Jalbert's term is up in May and the Town Council did not act on this at the May meeting. Motion was made by Commissioner Jalbert to close discussion on this matter. Motion was seconded by Chairman DiPadua. Motion carried with all in favor. Commissioner Jervis asked if Rosalie would remain on the board until such time as a replacement is named and he was told that she would. A vote was

taken on postponing the election and motion carried with all in favor.

3. APPROVAL OF MINUTES

Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to accept the minutes as presented. Motion carried with all in favor.

4. APPROVAL OF TREASURER'S REPORT

a. Year to Date Financials; 3/31/2014

Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to approve the Treasurer's Report as presented. Motion carried with all in favor.

Julie reported on the first quarter financials. In Public Housing revenues exceeded the budget by 3% for the first quarter with routine expenses 4% over budget due to seasonal heating costs and the additional expense for contract costs and materials and supplies. For non-routine expenses, actual costs exceed budgets with the addition of a snow contractor and the \$35,000 funding of modifications to KOV entrances. Reserves are just over 70%.

The Section 8 program remains at 97% voucher leased, however the Authority has not been fully funded with the admin fee proration of 75% for the first quarter. The only expense out of line is for fraud investigation. The program is currently 1% under-funded for the first

quarter.

In the Management Program, costs for the Holiday Dinner for the Board and staff were accounted for in this program putting expenses slightly over budget for the first quarter. Revenues remain on target with a net income of approximately \$6,000.

5. DIRECTOR'S REPORT

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a. Executive Director's Report:

Projects:

Knotty Oak Village

1. Calson Corporation - Julie spoke to the engineer today. He will contact Calson to get

them back to finish the job.

2. Certa Pro - Common area painting. Painting and punch lists are complete. Julie has

authorized the painting of each of the main building entrance doors as well, both front and rear.

North Road Terrace

1. Exterior building entrance doors (front and rear) - Specs have been prepared and Julie met with architect for final review on May 15, at which time approval for advertisement will be made and put out to bid. Julie stated that she hopes this gets approved at the June meeting.

Vacancies

1. Public Housing - down to 4 vacancies; two are already leased the week of 5/12 and remaining two being leased 5/19.

2. Management Portfolio - 4 vacancies will be filled by the end of this month.

General

1. Julie reported that she was approached by the Division Director (Bill Blanchette) from HUD in Boston on April 24th to assist at West Warwick Housing Authority after their Executive Director was let go. She was asked to contact HUD by 4/25. Julie developed a list of questions and made the call to HUD. After discussion, it was decided that Julie meet with her Board Chairman to discuss this and HUD would contact West Warwick's

Board Chairman to set up a meeting. The following week Julie was notified by HUD that

West Warwick had hired a consulting group. Although, it would have been difficult to say

no to HUD, it would have been difficult to run to similar agencies at the same time.

However, Julie felt that it was a feather in Coventry's cap to have been recognized by

HUD in this manner.

2. An offer was made to an applicant for the position of Service Technician. Because

paperwork was completed early, he started on May 12th. The Workers Compensation

case is closed and the employee was cleared to return to work on May 9th; the

employee out on TDI has requested a 30-day leave of absence and has signed

authorization to release forms for the Authority.

3. Julie has met with the manager of Manpower, a local temporary personnel agency to

discuss the 2014-2015 winter season. They are working on a proposal to assist the

Authority with snow removal efforts. This effort is being made to find a balance between

the control of expenditures and the safety of the residents. Julie will keep the board

posted on the progress.

4. Deirdre attended the annual NERSC conference. The work in this service-style

department continues to increase with the ever-increasing number of residents

who are aging in place.

5. Maria will be attending the annual PHADA conference in June in New Orleans.

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6. By July 1st, the Housing Authority will have had eight auditors on site performing

physical, financial and tenant file reviews representing each of the programs/

properties the Authority manages.

7. The Authority has 14 vouchers in the field with voucher expirations of 6/15 and we

are qualifying the first twenty people on the new waiting list - all Coventry residents.

8. The March PHARI minutes are attached for the board's reference as well as the

April 2014 NERC Journal.

b. Maintenance Report

Julie reported that maintenance has been going on for three months with two guys out. One came back on the 9th and went out again the next day. The position can't be filled for thirty days.

c. Housing Report

Public Housing is at 96% but will be back up to 100%. HCV has 58 leased up, which is

20 below where the Authority should be but the Authority is already leasing to Coventry

residents, which will make it go over the 278, which is okay. Things are going well in the Management program.

d. Resident Service Coordinator Report

A second round of the smoke cessation and tobacco program was started in conjunction

with Tri-Town Community Action and the number of participants actually doubled. The majority of the participants are first time members.

e. Family Self-Sufficiency Report

The FSS client who is in purchase and sales agreement had a closing set back. The

septic needed to be replaced and the seller is doing so. This

same participant is
graduating from CCRI on May 16th.

6. CORRESPONDENCE

a. Tenant request - A tenant is requesting that an awning be put over the patio and tables behind the community hall. Julie told the board that there used to be one but it got damaged by the wind. It was taken down when the back was redone.

Chairman DiPadua asked Julie to look into what this would cost. Commissioner

Jervis said he just received a packet from Sunbrella that he will drop off.

b. PHAS; FYE 12/31/2013 Assessment - the Authority received 98 out of 100%

c. SEMAP; FYE 12/31/2013 Assessment - the Authority received 100 out of 100%

d. Transition of NRA to HUD Reserves - Any reserve in Section 8 will be taken and held by HUD. If it is needed, HUD will give it back. They are taking \$74,000 out of the next allocation.

7. COMMITTEE REPORTS - None

8. UNFINISHED BUSINESS - None

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9. NEW BUSINESS

a. Request from Department of Public Works - The Director of Public Works is

requesting that the Housing Authority use their labor and equipment to plow the

Valley Crest Neighborhood, Capwell Street and Contentment Drive. Julie

is recommending the following response:

1. Contentment Drive is owned by the Authority and it can be plowed by

the Authority.

2. The surrounding property cannot be plowed by the Authority because

each year the Authority must certify to HUD that 100% of resources are

spent only on Housing Authority property.

3. The Authority would have to procure additional insurance.

4. This work would increase the wear and tear on Authority

equipment.

Julie stated that while she understands the Town's problems, the Authority is still in the recovery of sequestration on top of repetitive cuts in appropriations. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to support Julie's recommendations. Motion carried with all in favor.

b. NERC Annual Conference - The annual conference will be held June 15 - 18 in

Falmouth, MA. Julie is recommending approval of up to 4 members of the Authority

as well as the 1/3 page ad for a cost of \$75. Motion was made by Commissioner

Jalbert and seconded by Commissioner Jervis to send four people and pay for the

1/3 page ad. Motion carried with all in favor.

c. 15 Year Service Awards

Julie said that currently the Housing Authority recognizes employees service as follows

1 year Verbal congratulations from the Executive Director in a full staff meeting

5 years Verbal congratulations from the Executive Director in a full staff meeting

and a presentation of a "Coventry Housing Authority" maroon polo shirt

10 years Verbal congratulations from the Executive Director in a full

staff meeting

and a presentation of a \$1,000 check

Julie is recommending the following:

1 year add letter of congratulations to the employee from the Executive Director

10 years add a letter of congratulations to the employee from the Executive

Director and the Board

15 years Order a plaque of "Achievement" and publicly add employees name

(could start with 10 year employees)

Letter of congratulations from the Director and the Board

Invite employee and guest to the Annual Dinner of the Board

Award additional time off - 2 days (to be used within the next 12 months)

20 years Add to plaque of achievement

Letter of congratulations from the Director and the Board

Invite employee and guest to the Annual Dinner of the Board

\$1,000 bonus and 3 days off (to be used within the next 12 months)

Service Awards continued:

Motion was made by Commissioner DeGraide and seconded by Commissioner

Jalbert to approve Julie's recommendation. Commissioner Jervis asked whether

the additional time would be added to their vacation. Julie responded that this time

off would only apply to the one year. Commissioner Jervis stated that it seemed odd

to take it away after giving it to the employee. Julie responded that the Authority has

a very generous discretionary time policy. Motion carried with all in favor.

10. OPEN DISCUSSION

Commissioner Jalbert said that she has been attending the budget hearings that the Town Council has been having. At the bottom of the budget was the possibility of the tax freeze being eliminated for seniors. She stated that she wanted to get up to say that there would not be enough room in senior housing as many elderly would have to sell their homes if the tax freeze was eliminated. Commissioner Jalbert said she was not sure if this was something she would be allowed to say as a board member and the feeling was that she has a

right to say what she wants as a taxpayer.

Commissioner Degraide asked for an update on the status of the stone for former Commissioner Jacques. Commissioner Jervis said it is moving to the Town Hall. Commissioner DeGraide stated that this is what he wanted in the first place and the Town said it would be a conflict. Attorney Capaldi said that he would like to handle this matter. He saw the stone and said it is beautiful, however he does not like the spot in the park. He spoke to the Council president to say that he feels that it should go next to the flag pole at the Housing Authority or in front of the Town Hall. Commissioner Jervis also said he spoke to the Council president who said he would bring this matter up at the next Council meeting.

Discussion was held regarding the Annual Meeting. It will be held at the Valley Country Club.

There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY